

Office of Policy and Management
Job Opportunity
Environmental Intern with target class of Environmental Analyst 1
Intergovernmental Policy Division

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: 450 Capitol Avenue, Hartford, CT 06106

Job Posting No: 106751

Hours: Monday – Friday, 35 hours/week plus 5 straight time overtime hours/week

Salary: \$38,588 – 53,116 (annually)
(New hires into state service usually start at the minimum of the salary range)

Closing Date: Must be received in this office by close of business (5:00 p.m.) January 6, 2014

The Office of Policy and Management seeks to fill a vacancy in the Intergovernmental Policy Division. The intent is to hire an Environmental Intern and promote to the target class of Environmental Analyst 1 after successful completion of a one-year prescribed training program.

Duties:

- Maintain a tracking log of state funded projects on the Environmental Monitor, provide guidance to agencies if they have questions related to the Connecticut Environmental Policy Act and associated regulations, review Environmental Impact Evaluations (EIEs) and make recommendations to the Secretary to either approve or deny. Undertake periodic reviews of agencies' Environmental Classification Documents and coordinate with each sponsoring agency and consulting agencies to make necessary revisions for OPM's consideration of approval.
- Review bond commission agendas for conformity with the Plan of Conservation and Development. Review plans prepared by other state agencies for conformity with the Plan of Conservation and Development. Prepare an annual report summarizing progress made in implementing the Plan of Conservation and Development, and the extent to which recent state actions were in conformity with the Plan.
- Review applications from state agencies whose action would result in the incidental taking of endangered or threatened species.
- Create, analyze and map digital data.
- Communicate with professional staff from other agencies, regional planning organizations and municipalities on particular programs/projects.
- Other related job duties as assigned.

Knowledge, Skills and Abilities:

Some knowledge of basic theories, principles and practices of environmental and policy analysis; some knowledge of basic statistics and computer usage; general knowledge of environmental program planning principles and practices; interpersonal skills; oral and written communication skills; analytical skills; research and organizational skills; ability to understand and interpret legislation and technical data.

Eligibility Requirements:

A Bachelor's or Master's degree in a scientific or technical discipline related to the environmental field including but not limited to the biological, earth, or physical sciences; environmental planning; environmental law; leisure services; geographic information systems; geography with a concentration in geographic information systems; environmental or natural sciences; or natural resources.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit (1) a cover letter that describes your interest and suitability for the position, (2) resume, (3) an Application for Employment (form CT-HR-12) available at http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf and (4) copy of educational transcript. **Do not include your social security number on the Application for Employment form.** Your application will not be considered complete without these four (4) documents. Submit your application to opm.recruitment@ct.gov or

Office of Policy and Management – Human Resources
450 Capitol Avenue
MS# 55ADM
Hartford, CT 06106

Note: The filling of this position will be in accordance with reemployment, SEBAC rules, if applicable.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.